



Metropolitan Development and Housing Agency  
**Rental Assistance Department**

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**HAP Contract Transfer – Currently Subsidized Unit**

Today's Date \_\_\_\_\_ Date of Purchase \_\_\_\_\_

Address of Property: \_\_\_\_\_

\_\_\_\_\_  
(If multiple properties attach a list of properties on separate page)

I, \_\_\_\_\_ certify I am the new owner/manager of the above referenced property that is currently being subsidized through an MDHA rental assistance program. I agree to accept the terms and conditions of the current lease and the Housing Assistance Payments Contract as if I had signed them originally. **I further certify that the owner (including a principal or other interested party) is not the parent, child, grandparent, grandchild, sister or brother of any member of the assisted family.**

Attached are the following required documents. **I understand no payments will be made to me until all documents have been provided.**

Proof of Ownership and Management Agreement, if applicable

I have an owner account already, and my MDHA Vendor ID# is \_\_\_\_\_

I do not have an owner account and am attaching the following:

- W-9 Certification
- Verification of tax id number. **This must originate from the IRS or SSA and show both the name of the individual/entity and the tax id number associated with that individual/entity.**
- MDHA Direct Deposit Authorization form
- Voided check (Deposit slips are not acceptable)

Name of New Owner/Agent \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

New Owner/Agent Signature \_\_\_\_\_